



## social development

Department:  
Social Development  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



Provident House Building  
Private Bag X 6  
Mmabatho, 2735

# CORPORATE SERVICES

Tel: +27 (18) 388 – 3787/1958  
E-mail: [TMosieleng@nwpg.gov.za](mailto:TMosieleng@nwpg.gov.za)

### DEPARTMENT OF SOCIAL DEVELOPMENT NORTH WEST PROVINCIAL GOVERNMENT

**POST: CHIEF DIRECTOR DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT: Ref No: SD/2/1/26/E**

**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**

**SALARY: An all-inclusive remuneration package of R1 554 696.00 per annum (Level 14)**

The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

**Note:** All shortlisted candidates will be undergoing a technical exercise and interviews, followed by psychometric assessment for those who are and recommended. The successful candidate will be required to sign a performance agreement within 3 months of appointment

**CENTRE: PROVINCIAL OFFICE (MAHIKENG)**

**REQUIREMENTS:** Grade 12 Certificate. Bachelor's Degree (NQF Level 7) as recognised by SAQA in Management /Public Administration/Social Science/Public Management/Project Management. 5 – 10 years of proven relevant experience, of which 5 must be at senior managerial position. A valid driver's license. Pre-entry certificate for the Senior Management Service (Nyukela Certificate). **KNOWLEDGE:** Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. PFMA. Public Service Act and Regulations, Policy Formulation, Project Management, Labour Relations **COMPETENCIES:** Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment. **DUTIES:** Provide strategic leadership and management to the following programmes: District Coordination (district offices, service points, sub-offices) Institution Management (institutions and facilities). Manage and facilitate the implementation of Corporate Services. Manage and facilitate the implementation of Finance Administration and Management. Manage and facilitate the implementation of Social Welfare Services. Manage and facilitate the implementation of Specialist Social Services. Manage and facilitate the implementation of Development and Research. Liaise and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department. Establish and maintain good intergovernmental relations.

**Enquiries: Ms MP Mhlongo-Kgaboesele, Tel: 018 388 2043/1668**

**E-Mail: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: DIRECTOR – SPECIAL NEEDS: Ref No: SD/2/2/26/E**

**CHIEF DIRECTORATE: INTERGRATED SOCIAL WELFARE**

**SALARY: An all-inclusive remuneration package of R1 317 384. 00 per annum (Level 13)**

The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.

**Note:** The successful candidate will be required to sign a performance agreement within 3 months of appointment

**CENTRE: PROVINCIAL OFFICE (MAHIKENG)**

**REQUIREMENTS:** Grade 12 Certificate. A bachelor's degree (NQF Level 7) as recognised by SAQA in Social Sciences / Public Administration / Public Management. 5 – 10 years proven experience in the field, of which 5 must be at Middle Management Level. A valid driver's license. Pre-entry certificate for the Senior Management Service (Nyukela Certificate). **KNOWLEDGE:** Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. PFMA. Public Service Act and Regulations, Policy Formulation, Project Management, Labour Relations **COMPETENCIES:** Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills, change management, problem-solving and conflict management skills. People management and empowerment

skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment. **DUTIES:** Manage transformation of residential care and support service, Facilitate the provision of community-based care and support services, Manage the implementation of capacity build programmes, Monitor and evaluate programme implementation of coordinating structures, Establishment and funding registration of NPO in accordance with the Older Person Act, Develop and ensure adherence to quality assurance program guideline

**Enquiries: Ms MP Mhlongo-Kgaboesele, Tel: 018 388 2043/1668**

**E-Mail: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SOCIAL WORK MANAGER GRADE 1: DR RUTH SEGOMOTSI MOMPATI DISTRICT: Ref No: SD/2/3/26/E**

**CHIEF DIRECTORATE: DISTRICT COORDINATION AND INSTITUTIONAL SUPPORT MANAGEMENT**

**SALARY: An all-inclusive remuneration package of R1 009 512.00 per annum (salary will be in accordance with OSD determination)**

**CENTRE: DR RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE**

**REQUIREMENTS:** Grade 12. Bachelor's degree in Social Worker (NQF Level 7). A minimum of 10 years' recognizable experience in Social Worker. Registration with the SACSSP Council. Computer literacy. A valid driver's license. **COMPETENCIES:** Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

**DUTIES:** Ensure that Social Work Service is provided through the promotion of Social Change, problem solving in human relationships and empowerment of people to enhance wellbeing. Facilitate the development and planning of Programmes and Interventions to render Social Work Services through the efficient, economical and effective use of resources. Manage Social Work unit to ensure efficient and effective social work service is delivered through utilization of resources (human, finance and equipment) in accordance with relevant directives and legislation. Provide integrated social work services within the defined areas regarding care, protection and development of vulnerable groups in partnership and collaboration with relevant stakeholders Health, Correctional Services, South African Police Services and other departments. Evaluate and Monitor compliance to policies, and transversal social work services norms and standards, South African Council for Social Service Professions (SACSSP) and other relevant legislating policies and procedures. Keep up to date new developments in the Social Work and Management fields and continuous professional development through inter-sectoral collaboration and stakeholder management and ensure that the department contributes to integrated services delivery.

**Mr M Madienyane 053-9280111 Dr RSM District**

**E-mail : [SDRecruitmentRSM@nwpg.gov.za](mailto:SDRecruitmentRSM@nwpg.gov.za)**

**POST: SERVICE POINT MANAGER MAQUASSI HILLS AND KAGISANO MOLOPO : Ref No: SD/ 1/4/26/E**

**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT DIRECTORATE: DR KENNETH KAUNDA DISTRICTS AND DR RUTH SEGOMOTSI MOMPATI DISTRICTS**

**SALARY: R1 101 468.00 per annum**

**CENTRE: KAGISANO MOLOPO (Dr Ruth Segomotsi Mompoti) AND MAQUASSI HILLS SERVICE POINTS (Dr Kenneth Kaunda)**

**REQUIREMENTS:** A Grade 12 Certificate. Bachelor's degree Social Work / Honours Degree/Post Grad Diploma (NQF 7/8) Social Sciences/ Public Administration / Public Management qualifications as recognised by SAQA. A minimum 5 – 10 years relevant experience of which 3 must be at Junior Management. Registration with the SACCP council will be added as advantage. Computer literacy. Valid driver's license. **DUTIES:** Provide Social Work and Community Development Services within the Service Points through the promotion of social change, problem solving in human relations and with the care, support, protection and development of vulnerable individual, groups, families and communities through relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render social work and community development service through the efficient, economical and effective utilization of financial resources. Plan and ensure that social work and community development research, situational analysis and profiling are undertaken to determine interventions in the defined areas. Ensure control of quality of work delivered. Monitor and evaluate services and quality control the work delivered by all staff in the service point. Manage provision of corporate and financial management services in the service point strategic plan, annual performance plan, operational plan and services delivery improvement plan within public service framework. Ensure Performance management, people empowerment and resource management. Ensure effective stakeholder relations management in partnership and collaboration with other departments & non-government institutions.

**Enquiries: Mr K Kgobe: 060 954 5997 Dr KK District**

**E-mail : [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**

**Enquiries Mr M Madienyane 053-9280116 Dr RSM District**

**E-mail : [SDRecruitmentRSM@nwpg.gov.za](mailto:SDRecruitmentRSM@nwpg.gov.za)**

**POST: DEPUTY DIRECTOR – ADMINISTRATION SUPPORT AND CORDINATION: Ref No: SD/2/5/26/E**  
**DIRECTORATE: MEC SUPPORT**

**SALARY: An all-inclusive remuneration package of R932 292. 00 per annum (Level 11)**

**The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.**

**CENTRE: PROVINCIAL OFFICE (MAHIKENG)**

**REQUIREMENTS:** Grade 12 Certificate. Advanced Diploma / Bachelor's Degree (NQF Level 7) as recognised by SAQA in Public Administration / Public Management. 3 – 5 years proven experience in the field, of which 3 must be at Junior Management Level. A valid driver's license. Experience in rendering service in the Executive Authority's Office environment will be an added advantage. **COMPETENCE:** Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of Public Service Regulations. Skills: Computer Literacy (MS Word, Excel, PowerPoint), Problem Solving, Analytical skills, Good Communication skills (written and verbal), Interpersonal Skills, Presentation Skills, Report Writing skills, Conflict resolution skills. Good planning and organizing skills. Ability to work under pressure. **DUTIES:** Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Coordinate the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a executive council support service to the executive authority. **KNOWLEDGE:** Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. **COMPETENCIES:** Strategic capability and leadership skills. Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment. **DUTIES:** Develop and manage youth development and empowerment strategies and programmes. Monitor the implementation of special programmes for youth development. Provide project management support to youth organizations. Facilitate the transformation of residential care services. Manage the youth development budget, as well as human and other resources.

**Enquiries: Mr. TE Chaane , Tel No: 018 388 5188**

**Mail: [SDRecruitmentPO@nwpq.gov.za](mailto:SDRecruitmentPO@nwpq.gov.za)**

**POST: DEPUTY DIRECTOR – YOUTH DEVELOPMENT: Ref No: SD/2/6/26/E**

**CHIEF DIRECTORATE: COMMUNITY DEVELOPMENT**

**SALARY: An all-inclusive remuneration package of R932 292. 00 per annum (Level 11)**

**The inclusive remuneration package consists of a basic salary contribution to the Government Employees Pension Fund, a medical fund, and a flexible portion in terms of applicable rules.**

**CENTRE: PROVINCIAL OFFICE (MAHIKENG)**

**REQUIREMENTS:** Grade 12 Certificate. Advanced Diploma / Bachelor's Degree (NQF Level 7) as recognised by SAQA in Youth Development/ Community Development / Public Administration / Public Management. 3 – 5 years proven experience in the field, of which 3 must be at Junior Management Level. A valid driver's license. **KNOWLEDGE:** Management, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. In-depth knowledge and understanding of corporate services management in public service. **COMPETENCIES:** Strategic capability and leadership skills. Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector and the social development environment. **DUTIES:** Develop and manage youth development and empowerment strategies and programmes. Monitor the implementation of special programmes for youth development. Provide project management support to youth organizations. Facilitate the transformation of residential care services. Manage the youth development budget, as well as human and other resources.

**Enquiries: ADV SA Dikole , Tel No: 018 3882989/ 5092**

**Mail: [SDRecruitmentPO@nwpq.gov.za](mailto:SDRecruitmentPO@nwpq.gov.za)**

**POST: ASSISTANT MANAGER COMMUNITY DEVELOPMENT GRADE 1 X2: Ref No: SD/2/7/26/E**  
**CHIEF DIRECTORATE: DISTRICT COORDINATION AND INSTITUTIONAL SUPPORT MANAGEMENT**  
**DIRECTORATE: BOJANALA AND DR KENNETH KAUNDA DISTRICTS**  
**SALARY: R626 454.00 per annum (salary will be in accordance with OSD determination)**  
**CENTRE: MORETELE (Bojanala) AND MAQUASSI HILLS SERVICE POINTS (Dr Kenneth Kaunda)**

**REQUIREMENTS:** A Bachelor's Degree in Community Development/ Developmental Studies or related field. A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification. Computer literacy. A valid driver's license. **COMPETENCIES:** Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development. **DUTIES:** Coordinate the identification, facilitation, and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through effective and economic utilization of resources. Conduct research relating to community development work. Interpret, implement and give guidance on policies, legislation related to community development. Manage relations with all relevant role players, internal and external. Monitoring and evaluation of programmes. Manage resources (human, financial, assets). Ensure the provision of sound partnership mobilization systems.

**Enquiries: Dr M Motshedi 0609549878 BOJANALA DISTRICT**

**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**

**Enquiries: Ms A NEL 0660951508 DR KENNETH KAUNDA DISTRICT**

**E-mail : [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**

**POST: OPERATIONAL NURSING MANAGER NURSING (GENERAL NURSING) GR 1: Ref No: SD/2/8/26/E**  
**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**  
**DIRECTORATE: DISTRICTS AND SERVICE POINTS**  
**SALARY: R571 161 per annum (salary will be in accordance with OSD determination)**  
**CENTRE: SONOP OLD AGE HOME**

**REQUIREMENTS:** Basic qualification (i.e. Diploma/Degree in nursing). Registration with the SANC as a Professional Nurse. Current proof of registration with the South African Nursing council. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Valid driver's license.

**COMPETENCIES:** Report writing, Planning and organizing skills, time management, good communication and interpersonal skills, computer literacy, teamwork and collaboration skills. Work ethics. **DUTIES:** Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organize a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager.

**Enquiries: Ms A Nhlapo , Tel No: 012 2566637/38**

**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**

**POST: SOCIAL WORK SUPERVISOR GR 1 X5: Ref No: SD/2/9/26/E**  
**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**  
**DIRECTORATE: DISTRICTS AND SERVICE POINTS**  
**SALARY: R496 668.00 per annum (Grade 1) (salary will be in accordance with OSD determination)**  
**CENTRE: Mahikeng (Ngaka Modiri Molema District) X 1, Rustenburg (Bojanala District ) X1, Moretele (Bojanala Districts) X 3**

**REQUIREMENTS:** A bachelor's degree in social work. Registration with the South African Council for Social Service Professions as Social Worker and proof of payment of annual fees for current cycle. A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP. A valid driver's license. **DUTIES:** To ensure that a social work service with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervisor and advice social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

**Enquiries: Ms B Sytyi 0183882916/2924**

**E- Mail: [SDRecruitmentNMM@nwpg.gov.za](mailto:SDRecruitmentNMM@nwpg.gov.za)**

**Enquiries: Dr M Motshedi 0609549878 BOJANALA DISTRICT**

**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**



**POST: LEGAL ADMIN OFFICER MR-4: Ref No: SD/2/10/26/**

**CHIEF DIRECTORATE: CORPORATE SERVICES.**

**SALARY: R 403 929 – R 461 838 per annum (salary will be in accordance with OSD determination)**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** An LLB degree. 5 years' postgraduate legal experience .Sound knowledge of the law .An understanding of Batho Pele principles .Knowledge of the Public Service Act, Public Service Regulations and PFMA .Knowledge of and experience in Public Service legislation .Computer literacy .Excellent communication skills (both verbal and written) .Accuracy and attention to detail .Problem-solving, report-writing and time management skills .The ability to make presentations .Good interpersonal and inter-cultural relations .The ability to liaise with senior officials .The ability to draft contracts or any other legal instruments .A valid driver's licence.

**COMPETENCIES:** Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work.

**DUTIES:** Provide legal opinion in respect of the mandate of the Department. Coordinate the implementation of new legislation with provincial stakeholders. Draft legal documentation and reports for and give advice to Senior Management on a variety of legal matters. Respond to petitions, representations and complaints from civil society and other Government departments.

**ENQUIRES: Adv TJ Ntuane , Tel No 018 3882010/4014**

**E-Mail: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: ASSISTANT DIRECTOR INTERNAL CONTROL AND COMPLIANCE: REF. NO: SD/2/11/26/E**

**CHIEF DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION**

**DIRECTORATE: INTERNAL CONTROL**

**SALARY: R487 197.00 per annum (SL 9)**

**CENTRE: PROVINCIAL OFFICE - MAHIKENG**

**REQUIREMENTS:** Grade 12. National Diploma / bachelor's degree (NQF 6/7) in Commence (Major with Auditing and Accounting) / Internal Auditing. Three 3-5 years' relevant experience, of which 2 years must be at supervisory level. Valid driver' licence. **KNOWLEDGE:** Knowledge of Risk Management, Internal Control strategies /frameworks/ policies. Knowledge of the SCM Framework and Financial systems. Knowledge and understating of PFMA, PPPFA, Treasury Regulations, Modified Cash Standard (MCS) & Accounting Manual for Departments (AMD), Auditing and Financial reporting. **SKILLS:** Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload. **DUTIES:** Supervise and participate in the development of strategic internal audit plans. Coordinate and maintain the efficient and effective controls and achieving the objectives of the department. Engage in continuous professional development activities relevant as required or prescribed by new developments in the internal audit environment. Attend to all audit queries in respect of the Financial Statements. Ensure that there is proper audit trail and working papers (Audit file) in respect of the Financial Statements. Assist in providing financial inputs into the Annual Report. Management of irregular, fruitless and wasteful expenditure. Conduct monitoring and capacity building on NPO funded projects Identify any discrepancies on the general ledger reconciliations and propose corrective actions. Manage staff and resources.

**Enquiries: Ms S Isake, Tel No 018 388 1641/2480**

**E-Mail address: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: ASSISTANT DIRECTOR HUMAN CAPITAL MANAGEMENT: Ref No: SD/2/12/26/E**

**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**

**DIRECTORATE: DR RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE**

**SALARY: R487 197.00 per annum (SL 9)**

**CENTRE: DR RUTH SEGOMOTSI MOMPATI DISTRICT OFFICE**

**REQUIREMENTS:** Grade 12. National Diploma or bachelor's degree (NQF 6/7) in Human Resource Management / Human Resource Management and Industrial Psychology. A minimum of 3-5 years' experience in human resource management, of which 2 years must be at supervisory level. A valid driver's license. Computer literacy, presentation skills, planning and organizing, and communication skills. Sound and in-depth knowledge of relevant prescripts as well as understanding of legislative framework governing the public service e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act etc. Be able to interpret Policies, Knowledge of PERSAL system. **COMPETENCIES:** an understanding of administrative polices, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills. **DUTIES:** Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Oversee implementation of conditions of service, recruitment and selection, labour relations, and employee wellness programmes in the district. Manage Human, Financial, and other resources. Perform any other duties as directed.

**Mr M Madienyane 053-9280111- Dr RSM District**

**E-mail : [SDRecruitmentRSM@nwpg.gov.za](mailto:SDRecruitmentRSM@nwpg.gov.za)**

**POST: ASSISTANT DIRECTOR EPMDs: Ref No: SD/2/13/26/E**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**DIRECTORATE: HUMAN CAPITAL MANAGEMENT**

**SALARY: R487 197.00 per annum (SL 9)**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12. National Diploma or Bachelor's Degree (NQF 6/7) in Human Resource Management / Human Resource Management and Industrial Psychology. A minimum of 3-5 years' experience in human resource management, of which 2 years must be at supervisory level. A valid driver's license. Computer literacy, presentation skills, planning and organizing, and communication skills. Sound and in-depth knowledge of relevant prescripts as well as understanding of legislative framework governing the public service e.g. PFMA, Public Service Act and Regulations, and Labour Relations Act etc. Be able to interpret Policies, Knowledge of PERSAL system. **COMPETENCIES:** an understanding of administrative policies, including the PFMA, Treasury Regulations and PSA, Credible knowledge of Human Resource Practices and Administration, Human Resource Capacity building and Utilisation, Human Resource Planning, Employee Health and Wellness, as well as People Management and Labour Relations, Programme and Project management skills. Operational planning capabilities, facilitation, communication and leadership skills. Empowerment skills, service delivery improvement skills and report writing skills. **DUTIES:** Ensure implementation of Human Resource Management directives, policies, strategies, and plans. Coordinate implementation of employee Performance Management Development System, Training and Development. Facilitate submission of Performance Agreements, Work Plans, Mid-Year, Final Assessment and Probation. Monitor compliance of EPMDs, Support and advice training unit. Manage the of PMDS Policy. Supervise Staff.

**Enquiries: Ms P Mathe 018 388 5684**

**E-mail: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: ASSISTANT DIRECTOR POPULATION POLICY PROMOTION: Ref No: SD/2/14/26/E**

**CHIEF DIRECTORATE: COMMUNITY DEVELOPMENT**

**DIRECTORATE: POPULATION DEVELOPMENT**

**SALARY: R487 197.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12. Bachelor's degree (NQF 7) in Population Studies/ or Social Science or Statistics. 3 - 5 years' experience within the field, of which 2 must be at supervisory level. Sound knowledge of demographic research. **COMPETENCIES:** Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills. Willingness to travel. The ability to work under pressure. A valid driver's license. **DUTIES:** Develop, implement, monitor and evaluate population policy, strategies and programmes. Conduct demographic research in consultation with relevant stakeholders. Develop and design capacity building programmes for the Directorate and government departments to implement the population policy. Facilitate the integration of population factors into the planning processes. Provide advocacy and information, education and communication activities to support population and development programme.

**Enquiries: Dr KV Rampagane, Tel No: 018 3885092**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: ASSISTANT DIRECTOR INFORMATION MANAGEMENT: Ref No: SD/2/15/26/E**

**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT DIRECTORATE:**

**BOJANALA DISTRICT**

**SALARY: R487 197.00 per annum**

**CENTRE: DISTRICT OFFICE**

**REQUIREMENTS:** A National Diploma / B.Tech / Bachelor's degree (NQF 6/7) in Information Management / Information Science / Information Technology with statistical background. Knowledge of and experience in the utilisation of statistical software packages. At least 3 - 5 years' experience in an information management environment, of which 2 years must have been at supervisory level. **COMPETENCIES:** Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills. Willingness to travel. The ability to work under pressure. A valid driver's licence. **DUTIES:** Develop and implement the district's Information Management Operational Plan. Monitor and evaluate district performance information against set targets. Capture, analyse and collate data and information from service points and programmes. Produce district quarterly and annual reports. Coordinate and facilitate training pertaining to information management. Provide support to the service point and institution data capturers. Conduct quarterly quality data audits in the public service point. Ensure smooth implementation of the Social Development Information Management System and NISIS, and Performance Information Management System. Manage the information management budget, as well as human and other resources.

**Enquiries: Dr M Motshedi 0609549878 BOJANALA DISTRICT**

**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**

**POST: SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION TREATMENT AND REHABILITATION: Ref No: SD/2/16/26/E**

**DIRECTORATE: SUBSTANCE ABUSE PREVENTION TREATMENT AND REHABILITATION**

**SALARY: R471 330.00 per annum (salary will be in accordance with OSD determination)**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Bachelor's degree in social work. A minimum of eight years appropriate experience in Social Work after registration as a social worker with SACSSP. Knowledge in the field of Disability. Knowledge OF Social Development System, Public Financial Management Act, relevant financial management policies and practices and other relevant policies and legislation. Valid driver's license. **COMPETENCIES:** Extensive knowledge of relevant Public Service policies and legislation. Report-writing and presentation skills. Computer literacy (Excel, PowerPoint). Good interpersonal and communication skills Willingness to travel. The ability to work under pressure **DUTIES:** Assist in the development of responsive programmes and policies for substance abuse prevention treatment and rehabilitation. Facilitate programme implementation on substance abuse prevention treatment and rehabilitation. Facilitate funding of organisations and centres for substance abuse prevention treatment and rehabilitation. Monitor compliance to legislative prescripts and norms and standards. Facilitate transformation of services on substance abuse prevention treatment and rehabilitation programmes. Evaluate and monitor performance and appraisal of employees.

**Enquiries: Ms J Didimalang 018 3881651**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE 1 X 2**

**POVERTY ERADICATION AND SUSTAINABLE LIVELIHOODS AND WOMEN DEVELOPMENT: Ref No: SD/2/17/26/E**

**CHIEF DIRECTORATE: COMMUNITY DEVELOPMENT**

**SALARY: R403 635.00 per annum (salary will be in accordance with OSD determination)**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** A Bachelor's Degree (NQF 7) Qualification in Developmental Studies, Community Development or Social Sciences. A minimum of 8 years recognizable experience in Community Development after obtaining the required qualification. A valid driver's license. **COMPETENCIES** Knowledge of relevant legislation frameworks and policies in the Public Service. Knowledge and understanding of financial and project management. Good management skills, organizing, planning, communication and presentation skills. Organizing, planning, communication and presentations skills. Experience in coordination and integration services. **DUTIES:** Review, develop, interpret, apply, provide guidance, analyse impact of community development policies. Liaise and interact with various Community Development Policies. Liaise and interact with various community development structures to facilitate collaboration and establish partnerships to ensure sustainability of development actions within the community. Conduct research relating to community development work. Managing Community Development projects. Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery areas. Coordinates and manage community development service delivery areas to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery.

**Enquiries: Ms M Gaegane, Tel No: 018 3882989/ 5092**

**Enquiries: Ms B Madimabe, Tel No: 018 3882989/ 5092**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SENIOR OD PRACTITIONER – ORGANISATIONAL DEVELOPMENT: Ref No: SD/2/18/26/E**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**DIRECTORATE: HUMAN CAPITAL MANAGEMENT**

**SALARY: R413 001.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in Management Services / Production Management / Operations management / Human Resource Management and Industrial Psychology. 2 – 3 years of experience within Organisational Development field. A valid driver's license. Job Evaluation Analysis Certificate will be an added advantage **KNOWLEDGE:** Supervisory, Service delivery innovation, Problem Solving and Analysis. Job Evaluation, Work Study investigations, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. knowledge and understanding of corporate services management in public service, Batho Pele Principles. **COMPETENCIES:** Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork. **DUTIES:** Conduct Job Evaluation process and present the job to JE Quality Assurance

and Moderation Committees. Assist with the development of Job Descriptions and ensure submission. Participate and assist with development of the Organizational Structure. Assist with the development of Standard Operating Procedures. Conduct workshops on Job Evaluation, Job Description, Standard Operating Procedures. Conduct business process mapping for various components.

**Enquiries: Mr. I Mokoena, Tel: 018 388 2257/4977**

**E-Mail: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SENIOR ADMIN OFFICER – CONDITIONS OF SERVICE: Ref No: SD/2/19/26/E**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**DIRECTORATE: HUMAN CAPITAL MANAGEMENT**

**SALARY: R413 001.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12. Diploma or Degree (NQF 6/7) in Human Resource Management / Industrial Psychology / Public Administration. A minimum of 2-3 years' experience in the relevant field of which 1 years must be at supervisory. Experience in and in-depth knowledge of the PERSAL system. A valid driver's license.

**KNOWLEDGE:** Supervisory, Service delivery innovation, Problem Solving and Analysis. PERSAL, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Understanding of corporate services management in public service, Batho Pele Principles.

**COMPETENCIES:** Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork. **DUTIES:** Develop internal controls and policies on service conditions and benefits. Formulate, review and ensure effective implementation of policies and procedure manuals relevant to conditions of service. Render support services and conduct training on the latest developments regarding service benefits and policies. Provide advice and support to the department on service conditions and benefits. Manage leave of absence and termination of services.

**Enquiries: MS PP Setsiba, Tel: 018 388 2020**

**E-Mail: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SENIOR PROVISIONING ADMIN OFFICER – LOGISTICS: Ref No: SD/2/20/26/E**

**CHIEF DIRECTORATE: FINANCIAL ADMINISTRATION AND MANAGEMENT**

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

**SALARY: R413 001.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12. Diploma or Degree (NQF 6/7) in Logistics Management / Financial Management / Supply Chain Management. A minimum of 2-3 years' experience in the relevant field of which 1 years must be at supervisory. A valid driver's license. **KNOWLEDGE:** Supervisory, Service delivery innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Understanding of corporate services management in public service, Batho Pele Principles. Supply Chain Management processes. Logistics.

**COMPETENCIES:** Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork. **DUTIES:** Render authorisation of purchase orders. Check the correctness of ACK allocated. Print purchase orders. Compile statistics of approved, changed and closed orders, Compilation of monthly reports. Participate during stocktaking of the institutions for inventory. Supervise Staff.

**Enquiries: Mr. B Kadi, Tel: 018 388 1999**

**E-Mail: [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: CHIEF WORKS INSPECTOR – INFRASTRUCTURE: Ref No: SD/2/21/26/E**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**DIRECTORATE: INFRASTRUCTURE SERVICES**

**SALARY: R413 001.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in any of the following built environment disciplines (Architecture, Quantity Surveying, Civil /Structural Engineering or Electrical / Mechanical Engineering). 2 – 3 years relevant experience. A valid driver's license. **KNOWLEDGE:** Supervisory, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project



Management. Records Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. **COMPETENCIES:** Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork. **DUTIES:** Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Render an inspection service of work done on new projects (both maintenance and capital projects) and existing structures. Compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Gather and submit information in terms of the extended public works programme, the Framework for Infrastructure Delivery and Procurement Management (FIDPM). Manage the departmental leased office accommodation portfolio and ensure, that leased buildings are OHS compliant through monitoring systems agreed with landlords. Supervise the performance and conduct of subordinates.

**Enquiries: MR O KGOBOKOE, Tel No: 018 3882416/2470**

**E-mail : [SDRecruitmentPO@nwpq.gov.za](mailto:SDRecruitmentPO@nwpq.gov.za)**

**POST: SENIOR ADMIN OFFICER – TRANSPORT: Ref No: SD/2/22/26/E**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**DIRECTORATE: SUPPORT SERVICES**

**SALARY: R413 001.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Three years Degree or National Diploma in Transport Economics, Logistics Management or Public Administration, or relevant qualification. 3 – 5 years relevant experience in Government Fleet Management within the Public Service of which two years must be at a supervisory level. Good communication and interpersonal relations. Good knowledge of Transport Legislation, Policies, and procedures. Computer literacy. A valid driver's license. Advanced driving will be an added advantage. **KNOWLEDGE:** Supervisory, Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management. Records Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. **COMPETENCIES:** Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork. **DUTIES:** Management of government fleet in line with Policy Provisions. Analysis and ensure timely submission of monthly VMS reports. Provision of reports (accident, renewal of disks, losses, service). Implement asset management procedures and ensure compliance. Conduct routine inspections to ensure compliance. Ensure compliance to Transport policies, procedures, prescripts and applicable legislation. Implement control measures to identify and prevent irregular, fruitless and wasteful expenditure. Management of personnel.

**Enquiries Mr ASS Moche, Tel No: 060955001**

**E-mail : [SDRecruitmentPO@nwpq.gov.za](mailto:SDRecruitmentPO@nwpq.gov.za)**

**POST: CHIEF NETWORK CONTROLLER x1: Ref No: SD/2/23/26/E**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**DIRECTORATE: SUPPORT SERVICES**

**SALARY: R413 001.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. National Diploma / Bachelor's Degree (NQF 6/7) in Information Technology/Information Technology Management/Computer Engineering/Computer Science as recognised by SAQA with 3 years supervisory level experience in the field. A valid driver's license. **KNOWLEDGE:** Knowledge of monitoring and evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Knowledge of IT service management (ITSM) and performance monitoring tools. Knowledge of Microsoft Azure cloud services, networking, and security. Knowledge of Microsoft 365 E5 license administration, security, and compliance. Knowledge of Server and network administration (Windows Server, Active Directory, DNS, DHCP). Knowledge of Cloud and on-premises infrastructure monitoring and maintenance. Knowledge of IT security policies, risk management, and cybersecurity best practices. Knowledge of Backup and disaster recovery planning. Must possess a valid driver's license. Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. **COMPETENCIES:** Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork. **DUTIES:** Facilitate the installation, configuration, maintenance of servers, networks and

cloud infrastructure. Configure servers and network devices. Consult with service providers for both LAN, cloud and server support. Monitor the desktop support and trainings. Monitor server performance. Test and install windows update. Create user accounts and mailboxes. Maintain uptime of LAN link. Facilitate and maintain ICT Infrastructure, ICT Risks, ICT Security and ICT continuity plans. Implement and maintain Information Technology (IT) continuity plans and infrastructure. Store and backup all Departmental data. Maintain the availability of user data. Implement patch management solution. Implement anti-virus solution. Maintain IT security and cybersecurity infrastructure. Implement IT security policies on the safekeeping and storage of data. Conduct IT security reviews and IT Risk assessments. Facilitate and maintain ICT services and ICT assets. Monitor management and resolutions of users' problems. Maintain ICT service charter. Maintain user access rights and user access reviews. Implement and ICT service desk system. Monitor ICT asset database, register and verification. manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to Internal Audit AGs RFIs, outcomes and findings. Communication management.

**Enquiries: Mr K Tuabeng, Tel No: 0609546857**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: CHIEF NETWORK CONTROLLER x1: Ref No: SD/2/25/26/E**

**CHIEF DIRECTORATE: CORPORATE SERVICES**

**DIRECTORATE: SUPPORT SERVICES**

**SALARY: R413 001.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. National Diploma / Bachelor's Degree (NQF 6/7) in Information Technology/Information Technology Management/Computer Engineering/Computer Science as recognised by SAQA with 3 years supervisory level experience in the field. A valid driver's license. **KNOWLEDGE:** Knowledge of monitoring and evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Knowledge of IT service management (ITSM) and performance monitoring tools. Knowledge of Microsoft Azure cloud services, networking, and security. Knowledge of Microsoft 365 E5 license administration, security, and compliance. Knowledge of Server and network administration (Windows Server, Active Directory, DNS, DHCP). Knowledge of Cloud and on-premises infrastructure monitoring and maintenance. Knowledge of IT security policies, risk management, and cybersecurity best practices. Knowledge of Backup and disaster recovery planning. Must possess a valid driver's license. Service delivery innovation, Problem Solving and Analysis. Client Orientation and Customer Focus, Communication, People Management and Empowerment, Change Management, Programme and Project Management, knowledge and understanding of corporate services management in public service, Batho Pele Principles. **COMPETENCIES:** Programme and project management skills, change management, problem-solving and conflict management skills. Presentation Skill, People management and empowerment skills. Client orientation, customer focus and communication skills. Honesty and integrity, knowledge management, networking, presentation skills and computer skills. Excellent in-depth knowledge and insight into all applicable policy frameworks governing the public sector, conflict resolution, creative skills, negotiation skill, teamwork. **DUTIES:** Facilitate the installation, configuration, maintenance of servers, networks and cloud infrastructure. Configure servers and network devices. Consult with service providers for both LAN, cloud and server support. Monitor the desktop support and trainings. Monitor server performance. Test and install windows update. Create user accounts and mailboxes. Maintain uptime of LAN link. Facilitate and maintain ICT Infrastructure, ICT Risks, ICT Security and ICT continuity plans. Implement and maintain Information Technology (IT) continuity plans and infrastructure. Store and backup all Departmental data. Maintain the availability of user data. Implement patch management solution. Implement anti-virus solution. Maintain IT security and cybersecurity infrastructure. Implement IT security policies on the safekeeping and storage of data. Conduct IT security reviews and IT Risk assessments. Facilitate and maintain ICT services and ICT assets. Monitor management and resolutions of users' problems. Maintain ICT service charter. Maintain user access rights and user access reviews. Implement and ICT service desk system. Monitor ICT asset database, register and verification. manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to Internal Audit AGs RFIs, outcomes and findings. Communication management.

**Enquiries: Mr K Tuabeng, Tel No: 0609546857**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SOCIAL WORKER GR 1 X9: Ref No: SD/2/26/26/I**

**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**

**DIRECTORATE: DISTRICTS AND SERVICE POINTS**

**SALARY: R338 208.00 per annum GRADE 1 (salary will be in accordance with OSD determination)**

**CENTRE: JB MARKES (DR KK) X 2, MATLOSANA (DR KK) X 1, LEKWA TEEMANE (DR RSM) X2, MOSES KOTANE SERVICE POINT (BOJANALA) X1, MADIBENG (BOJANALA) X1, TSWAING (NMM) X1, DITSOBOTLA (NMM) X1**

**REQUIREMENTS :** Grade 12. Bachelor of Social Work that allows professional registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Computer literacy. A valid driver's license. The following knowledge and skills are required for appointment: Understanding social dynamics, human behavior and social systems. Social Intervention and empowerment. Social support. Protecting vulnerable individuals. Understanding Social Work legislation. Communication (written and verbal). Teamwork and collaboration. Planning and organizing. Diversity Management. Understanding social work values and principles. **COMPETENCIES:** Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development. **DUTIES:** Provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. To provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

Conduct assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant Interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups and families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further amended interventions to address the identified conditions.

**Enquiries: Dr M Motshedi 0609549878 BOJANALA DISTRICT**

**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**

**Enquiries: Ms A NEL 0660951508 DR KENNETH KAUNDA DISTRICT**

**E-mail : [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**

**Enquiries: Ms B Sytyi 0183882916/2924**

**E-Mail: [SDRecruitmentNMM@nwpg.gov.za](mailto:SDRecruitmentNMM@nwpg.gov.za)**

**Mr M Madienyane 053-9280111- Dr RSM District**

**E-mail : [SDRecruitmentRSM@nwpg.gov.za](mailto:SDRecruitmentRSM@nwpg.gov.za)**

**POST: PERSONAL ASSISTANT X 4: Ref No: SD/2/27/26/E**

**CHIEF DIRECTORATE: HOD SUPPORT, CFO, CORPORATE SERVICES AND SOCIAL SERVICES**

**SALARY: R338 106.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12. Diploma (NQF 6) in Management Assistant. 3 to 5 years' experience in rendering a support service to senior manager. Valid Driver's License. **COMPETENCIES:** Organizing, time management, communication, and report writing skills. Ability to work under pressure. **DUTIES:** Provide a secretarial/receptionist support services to the chief director. Render administration support services. Manage the Chief Directors travel arrangement and handle all correspondence. Provide support to the manager during meetings. Support the Chief Directorate's office budget. Study the relevant public service departmental prescripts- policies and other documents and ensure that an application thereof is applied properly.

**Enquiries: Ms K Nyoka, Tel No: 018 3882043/1688**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: GENERAL ADMIN CLERK SUPERVISOR: Ref No: SD/2/28/26/E**

**DIRECTORATE: RESTORATIVE SERVICES**

**SUB-PROGRAMME: SUBSTANCE ABUSE, PREVENTION AND REHABILITATION**

**SALARY: R338 106.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. A Diploma / Bachelor's Degree (NQF 6/7) as recognised by SAQA in Public Administration / Public Management / Administration. 2 -3 years relevant experience in administration. Advance Computer Literacy will be an added advantage. Valid driver's Licence as it will be required to travel. **COMPETENCIES:** Willingness to work extended hours. Supervisory, analytical, good financial management skills computer literacy (Microsoft Office Package, Communication Verbal and Written at all levels, good interpersonal skills, Planning and organising skills, ability to work independently but also part of a team, ability to work under pressure, ability to gather and analyse information. Flexibility and reliability. Conflict management. **Duties:** Render general admin support services. Provide Supply Chain support services within the component. Provide financial administration support services within the component.

**Enquiries: Ms J Didimalang, Tel 018 3881651**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SCM CLERK SUPERVISOR –: Ref No: SD/2/29/26/E**

**DIRECTORATE: DR KENNETH KAUNDA DISTRICT SUPPLY CHAIN MANAGEMENT**

**SALARY: R338 106 per annum**

**CENTRE: DR KENNETK KAUNDA DISTRICT OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. NQF 6/ BCom Degree or SCM Management. 3 – 5 years relevant experience. **KNOWLEDGE:** Client Orientation Customer Focus, Communication, Planning, Organising **COMPETENCIES:** Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork. **DUTIES:** Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.

**Enquiries: Ms A Nel, Tel No: 018 388...**

**E-Mail : [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**

**POST: PROFESSIONAL NURSE GRADE 1 X 05: Ref No: SD/2/6/30/E**

**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**

**DIRECTORATE: BOJANALA AND DR KENNETH KAUNDA DISTRICTS**

**SALARY: R337 359.00 per annum (salary will be in accordance with OSD determination)**

**CENTRE: SONOP OLD AGE HOME (Bojanala) X2 JB MARKS TREATMENT CENTRE( DR Kenneth Kaunda) X3**

**REQUIREMENTS:** Basic qualification (i.e. Diploma or Degree in Nursing) or recognisable experience in nursing after registration with the SANC as Professional Nurse. Applicant must be registered with South Africa Nursing Council. Be Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. **DUTIES:** Provision of holistic/comprehensive specialised nursing care. Manage the utilisation of resources effectively. Provision of educational services. Provision of effective support to nursing. Work as part of multidisciplinary team to ensure quality nursing care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provide emergency care (overtime/standby). Ensure the implementation of, and adherence to Patients' Rights Charter and Batho Pele principles. Manage medication. Monitor admission and discharge criteria. Ensure proper record-keeping. Ensure quality services delivery. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups.

**Enquiries: Ms AB Nhlapo-066 072 6993**

**Enquiries: Ms DC Monyemore - 0660773190**

**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**

**E-mail : [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**

**POST: COMMUNITY DEVELOPMENT PRACTITIONER GR 1 X 9: Ref No: SD/2/31/26/I**

**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**

**DIRECTORATE: DISTRICTS AND SERVICE POINTS**

**SALARY: R289 296.00 per annum GRADE 1 (salary will be in accordance with OSD determination)**

**CENTRE: KAGISANO MOLOPO (DR RSM) X2, MAMUSA (DR RSM) X1, KGETLENG (Bojanala) X1, MADIBENG (Bojanala) X1, MORETELE (Bojanala) X1, TSWAING SERVICE POINT (NMM) X2, RATLOU SERVICE POINT (NMM) X1**

**REQUIREMENTS:** Grade 12. A 3-year relevant qualification in Community Development / Development Studies or Social Science. Computer literacy. A valid driver's license. **COMPETENCIES:** Knowledge of human behaviour and social systems. Understanding community dynamics. Networking and establishing partnerships. Understanding community development programmes. Community Development research. Understanding community development legislation. Planning and organizing; Networking skills; Communication (written and verbal); Project Management; Team leadership. People management. Conflict management. Project management. Financial Management. Keeping abreast with new developments in the community development fields to enhance service delivery. Knowledge of policies and legislative mandates related to Community Development **DUTIES:** Implementation of legislation and policies to assist with interventions in wards where people interact with environments to promote self-empowerment. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Keep up to date with new developments in the Community Development field to enhance service delivery.

**Enquiries: Dr M Motshedi 0609549878 BOJANALA DISTRICT**

**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**

**Enquiries: Ms B Sytyi 0183882916/2924**

**E-Mail: [SDRecruitmentNMM@nwpg.gov.za](mailto:SDRecruitmentNMM@nwpg.gov.za)**

**Mr M Madienyane 053-9280111- Dr RSM District**

**E-mail : [SDRecruitmentRSM@nwpg.gov.za](mailto:SDRecruitmentRSM@nwpg.gov.za)**



**POST: CHILD AND YOUTH CARE SUPERVISOR GRADE 1 X6: Ref No: SD/2/32/26/E**  
**CHIEF DIRECTORATE: DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT**  
**SALARY: An all-inclusive remuneration package of R 265 755.00 per annum (OSD Package)**  
**CENTRE: JB MARKS TREATMENT CENTER X1, REAMOGETSWE CHILD AND YOUTH CARE CENTER X3, KHUSELEKA ONE STOP CENTER X1, TAUNG OLD AGE HOME X1**  
**REQUIREMENTS:** Grade 12 and certificate in Child and Youth Care. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted) Experience in CYCC will be added advantage. Current registration with the SACSSP council as Child and Youth Care worker. **COMPETENCIES:** Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work. **DUTIES:** Provide a secure, caring and therapeutic developmental programme for young people. Build positive relationship with young people. Render developmental work with young people and their families. Responsible for daily logging and report writing. Engage young people in developmental programmes. Ensure adequate supervision. Conduct life space interviews. Work within a multidisciplinary team to ensure the formulation and implementation of individual developmental plans for young people. Escort young people to hospital clinics and other referrals. Perform all the administration functions required by the job.  
**Enquiries: Dr M Motshedi 0609549878 BOJANALA DISTRICT**  
**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**  
**Enquiries: Ms A NEL 0660951508 DR KENNETH KAUNDA DISTRICT**  
**E-mail : [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**  
**Mr M Madienyane 053-9280111- Dr RSM District**  
**E-mail : [SDRecruitmentRSM@nwpg.gov.za](mailto:SDRecruitmentRSM@nwpg.gov.za)**

**POST: COMMUNICATIONS OFFICER: Ref No: SD/2/33/26/E**  
**CHIEF DIRECTORATE: CORPORATE SERVICES**  
**DIRECTORATE: MEDIA AND COMMUNICATION**  
**SALARY: R280 278 per annum**  
**CENTRE: PROVINCIAL OFFICE**  
**REQUIREMENTS:** Grade 12. Diploma (NQF 6) in Communication / Marketing / Journalism /Public Relations / Media Studies. At least 1 – 2 years' experience in Corporate Communication environment in the Public Service. Computer literacy, verbal and written communications. Photographic skills. A Valid driver's license. **COMPETENCIES:** Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork. **DUTIES:** Responsible for development of internal releases to update staff about internal development i.e. news, transformation issues, conditions of service matters, etc. Distribution of internal circulars and memos through electronic and print channels. Regularly updating of notice boards and monitoring proper placement of notices. Develop creative communication initiatives to interest all stakeholders including staff members on departmental matters. Assist with production of internal departmental publications (e.g., newsletters, calendars, diaries, programmes, posters, print advertisement, etc). Responsible for internal corporate identity and brand campaign and awareness. Monitor and report adherence to the department's corporate identity manual. Assist with branding and exhibitions. Coordinate and take part in all internal and external events. Update the website on regular basis.  
**Enquiries: Mr J Moche Tel No: 018 3881426**  
**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: HCM PRODUCTION CLERK – APPOINTMENTS: Ref No: SD/2/34/26/E**  
**CHIEF DIRECTORATE: CORPORATE SERVICES**  
**DIRECTORATE: HUMAN CAPITAL MANAGEMENT**  
**SALARY: R237 453 per annum**  
**CENTRE: PROVINCIAL OFFICE**  
**REQUIREMENTS:** Grade 12 Certificate 0–1-year relevant experience. Practical PERSAL experience will serve as an advantage. Computer Literacy. **COMPETENCIES:** Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork. **DUTIES:** Ensuring correct implementation and capturing of appointments, promotions, translations, secondments, and transfers on the PERSAL System. Assist in the administration of service termination timeously on PERSAL. Attending Human Resource related enquiries. Provide Human Resource technical support during shortlisting's and interviews.  
**Enquiries: Ms MJ Molamu, Tel No: 018 3881552/2416**  
**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SCM CLERK PRODUCTION –X2 ACQUISITION MANAGEMENT: Ref No: SD/2/35/26/E**  
**DIRECTORATE: SUPPLY CHAIN MANAGEMENT**  
**SALARY: R237 453 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. 0 – 1-year relevant experience. **KNOWLEDGE:** Client Orientation Customer Focus, Communication, Planning, Organising **COMPETENCIES:** Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork. **DUTIES:** Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required.

**Enquiries: Ms Z Peters, Tel No: 018 388 1999**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: GENERAL ADMIN CLERK PRODUCTION – INFRASTRUCTURE: Ref No: SD/2/36/26/E**

**CHIEF DIRECTORATE:**

**SUB-DIRECTORATE: INFRASTRUCTURE SERVICES**

**SALARY: R237 453 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12 Certificate. 0 – 1-year relevant experience. **KNOWLEDGE:** Client Orientation Customer Focus, Communication, Planning, Organising **COMPETENCIES:** Honesty and integrity, flexibility, computer skills. Good verbal and written communication skills, teamwork. **DUTIES:** Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component

**Enquiries: Mr. Kgobokoe, Tel No: 018 388 1625**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: SECRETARY X2: Ref No: SD/2/37/26/E**

**CHIEF DIRECTORATE: HOD SUPPORT, FINANCIAL ACCOUNTING**

**SALARY: R237 453.00 per annum**

**CENTRE: PROVINCIAL OFFICE**

**REQUIREMENTS:** Grade 12. A qualification in Secretarial / Management Assistant / Office Management or administration will be an added advantage. Computer Literacy (Microsoft word, Excel, and PowerPoint). 0 – 1-year relevant experience in office administration. **COMPETENCIES:** Organizing, time management, communication, and report writing skills. Ability to work under pressure. **DUTIES:** Providing secretarial / receptionist support services to the director. Recording and managing correspondence. Render administration support services. Record incoming and outgoing documents and correspondence. Scheduling meetings and managing the director's diary. Provide logistical arrangements for meetings, workshops. Scrutinize submissions and reports to ensure compliance to basic standards. Manage client's enquiries / complaints. Managing incoming and outgoing telephone calls.

**Enquiries: MS K NYOKA, Tel No: 018 3882043/1688**

**E-mail : [SDRecruitmentPO@nwpg.gov.za](mailto:SDRecruitmentPO@nwpg.gov.za)**

**POST: CHILD AND YOUTH CARE TEAM LEADER GRADE 1 X2: Ref No: SD/2/38/26/E**

**CHIEF DIRECTORATE: DISTRICT AND INSTITUTIONAL SUPPORT MANAGEMENT**

**SALARY: R 211 899 per annum (salary will be in accordance with OSD determination)**

**CENTRE: JB MARKS TREATMENT CENTRE**

**REQUIREMENTS:** Grade 12. Certificate/ Diploma (NQF level 4 /5/6). FET (a degree in Child and Youth Care would be an added advantage). A minimum of 7 years' experience in Child and Youth Care work after obtaining the required qualification. Current proof of registration with South African Council for Social Services Professionals (SACSSP) (proof of registration submitted when shortlisted). A valid driver's license. Proof of Current registration with the SACSSP council as Child and Youth Care worker. Experience in Secure Care will be added advantage. **COMPETENCIES:** Ability to maintain confidentiality. Good communication skills. Good time keeping. Ability to work as a team. Problem solving skills. Planning and organizing skills. Knowledge of relevant legislations, policies and procedures in Child and youth Care. Interpersonal and Leadership skills. Able to do shift work. **DUTIES:** Supervise Child & Youth Care Workers. Manage work performance development of supervisee. Oversee the admission and related activities of children and youth to the care facility. Oversee the access of children/ youth to medical services. Oversee the implementation of planned activities, residential developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and challenges identified. Perform administrative work relevant to the job. Oversee the completion of daily registers e.g logbooks, medication registers, incident reports etc. Ensure the attendance registers are signed and kept up to date. Perform all the administration functions required by the job.

**Enquiries: Ms DC Monyemore , Tel No: 018 2945134**

**E-Mail: [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**

**POST: NURSING ASSISTANT X5 GR 1 – GR 3: Ref No: SD/2/39/26/E**  
**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**  
**DIRECTORATE: BOJANALA AND DR KENNETH KAUNDA DISTRICTS**  
**SALARY: R181 230.00 per annum (salary will be in accordance with OSD determination)**  
**CENTRE: SONOP OLD AGE HOME (Bojanala) X 3 AND JB MARKS TREATMENT CENTRE (Dr Kenneth Kaunda) X 2**  
**REQUIREMENTS:** : Grade 12 Certificate. A Higher Certificate (NQF 5) in Auxiliary Nursing or any qualification that allows a registration with SANC. Appropriate or recognizable experience in nursing after registration with the SANC as Nursing Assistant. Applicant must be registered with South Africa Nursing Council (SANC). Be able to demonstrate understanding of nursing legislation and related legal and ethical nursing practice. Able to implement elementary functions according to the scope of practice. **DUTIES:** Perform elementary clinical nursing practice in accordance with the scope of practice and nursing standards, as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards, as determined by the relevant health facility. Conduct communication with patients and supervisors effectively. Work as part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious groups. Passion to work with elderly persons and people with disability.  
**Enquiries : Ms AB Nhlapo, Tel No: 066 072 6993 BOJANALA DISTRICT**  
**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**  
**Enquiries : Ms DC Monyemore , Tel No : 018 2945134**  
**E-mail : [SDRecruitmentKK@nwpg.gov.za](mailto:SDRecruitmentKK@nwpg.gov.za)**

**POST: CLEANER X 4: Ref No: SD/2/40/26/E**  
**CHIEF DIRECTORATE: DISTRICTS AND INSTITUTIONAL SUPPORT MANAGEMENT**  
**DIRECTORATE: BOJANALA DISTRICT**  
**SALARY: R144 024.00**  
**CENTRE: SONOP OLD AGE HOME**  
**REQUIREMENTS:** Minimum Grade 10 or adult education and training (NQF Level 2). Knowledge of cleaning materials and equipment. Ability to operate cleaning equipment as well as cleaning methods and procedures. Good organizing and interpersonal relationship. Basic literacy (ability to read and write) and basic numeracy (ability to count). Ability to work as part of the team. Ability to work around elderly people and have physical strength. **DUTIES:** Cleaning Services: Sweeping floor, emptying dustbins, cleaning offices and workshops (where applicable). Monitor cleaning material and report stock levels. Utilize cleaning equipment and ensure their safeguarding. Comply to Occupational Health and Safety requirements.  
**Enquiries: Ms AB Nhlapo-066 072 6993**  
**E-mail : [SDRecruitmentBOJ@nwpg.gov.za](mailto:SDRecruitmentBOJ@nwpg.gov.za)**

**The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.**

**Note:** Applications must be accompanied by **IMPROVED** Z83 Employment Form (81/971431) obtainable from any Public Service Department and accessible on the DPSA website, [www.dpsa.gov.za](http://www.dpsa.gov.za). The improved Z83 Form must be fully implemented in all areas signed and dated. Should the applicant use incorrect application form for employment (Z83), the application /s will not be considered for selection purposes (disqualified). Applicants are only submitting **Z83 and CV**, all other documents are submitted by shortlisted candidates only. A detailed Curriculum Vitae must clearly indicate the positions held, period in the position and key responsibilities with three contactable referees. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. Candidates must indicate the number of the post/reference number in their applications and correct E-mail address per post. **On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for Online Submission must include Only Z83 Form and Updated Curriculum Vitae be in PDF Format, as one document. Failure to do so, your application will be disqualified.** Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected in the enquiries below the post applied for. OSD posts will be remunerated in accordance with relevant directives. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Incomplete applications will not be considered. Acknowledgement of receipt of applications will not be made. We will only communicate with candidates to be invited for interviews.

The Department reserves the right not to make appointments, if you do not hear from the Department three months from the date of the advertisement, consider your application unsuccessful. Previous employment records will be verified. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. Applicants must also disclose or inform the Department whether they perform any additional remunerative work outside normal duties. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest.

#### **DIRECTIONS ON HOW TO FILL IN THE NEW Z83 FORM**

**NB:** Candidate should note the following information on the new Z83 application form:

All fields of the Z83 are compulsory, and the applicant's signature is mandatory. The Z83 must be completed in full and signed for an applicant to be considered. The form must be completed in manner that provides sufficient information about the candidate, and the post applies for by completing all relevant fields. **Part F is compulsory to be completed for applicants seeking re-employment into Public Service as it** requires an applicant to specify if any conditions may prevent re-employment in the public service. Applicants currently employed by the public service do not need to complete the section intended for those seeking re-employment. The Z83 form must be completed in full and signed for an applicant to be considered.

Part A, B, C and D applicants may leave questions blank, mark them as not relevant, and uses dashes or N/A if they do not apply to them or the position they are applying for. The initials on the second page, where the signature is situated, are not mandatory.

All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preference, emotional intelligence, and integrity. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability check (pre-employment screening). A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment.